

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> <div style="text-align: center; font-size: 1.2em;">Panama</div>	<b>2. AGENCY</b> <div style="text-align: center; font-size: 1.2em;">State</div>	<b>3a. POSITION NO.</b> <div style="text-align: center; font-size: 1.2em;">A01022</div>
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☒ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Update duties and reflect new incumbent/supervisor

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority <b>HRO</b>	Chauffeur, FSN-1015	FSN-4; FP-AA	JG	09/19/04
b. Other				
c. Proposed by Initiating Office <b>EXO</b>	Chauffeur, FSN-1015	FSN-4		

<b>6. POST TITLE POSITION (if different from official title)</b> Chauffeur (Ambassador)	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision Executive Office
b. Second Subdivision Ambassador's Office	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**  
Drives the Ambassador and official visitors within the city and surrounding areas.

- 14. MAJOR DUTIES AND RESPONSIBILITIES** **90 % OF TIME**
1. Acts as the Ambassador's Chauffeur at all times. Occasionally Drives official visitors to locations in Panama City or as directed by the Ambassador. Occasionally delivers correspondence. 5%
  2. Verifies in advance the safest and most appropriate routes to take for official functions attended by the Ambassador. Works closely with the Ambassador's OMS and maintains contact with the Security Office as appropriate. 5%
  3. Maintains assigned vehicle in a clean and serviceable condition. 5%

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education  
High school diploma is required.
- b. Prior Work Experience  
Two years of experience as chauffeur is required.
- c. Post Entry Training  
None. During probationary period, incumbent must take safe driver training and its refresher course every two years.
- d. Language Proficiency  
Level III (Good Working Knowledge) Speaking/Reading Spanish. Level II (Limited Knowledge) Speaking/Reading English.
- e. Job Knowledge:  
Must know traffic regulations, streets and avenues as well as location of government offices in Panama. Knowledge of main routes to areas outside of Panama City. Must know how to use MS Word applications.
- f. Skills and Abilities  
Must have ability in defensive driving techniques. Must be a safe driver of ally types of vehicles (sedan, suburban, van, truck). Must possess a valid professional's driver's license (Type F).

**16. POSITION ELEMENTS**

- a. Supervision Received  
Ambassador's OMS and Ambassador.
- b. Supervision Exercised  
None
- c. Available Guidelines  
Standard GSO instructions for chauffeurs.
- d. Exercise of Judgment  
Maximum as it relates to driving. Must use judgment of which is the safest and fastest route to take when a emergency arises.
- e. Authority to Make Commitments  
None
- f. Nature, Level and Purpose of Contacts  
Embassy personnel and office locations. Security personnel at points of entry for delivery of principal to meetings. GOP secretaries and clerks for the delivery of official correspondence. Airport Customs and Immigration Officials.
- g. Time required to Reach Full Performance Level:  
One year.

